

INTAKE DEPUTY CLERK - PERMANENT POSITION

◆ THE POSITION

The Clerk's Office of the United States District Court for Oregon is accepting applications for the position of Intake Deputy Clerk. This position is located in the Portland Division Clerk's Office and functions in an administrative capacity with responsibility for processing pleadings and other papers filed in federal court.

The Intake Deputy receives, reviews and files incoming documents that conform to appropriate rules, practices and court requirements and collects the appropriate filing fees. The incumbent also assigns case numbers and randomly assigns cases to judicial officers, opens new cases in the court's electronic case management system and routes incoming documents to the appropriate Clerk's Office staff member.

The Intake Deputy serves as a representative of the Clerk's Office and is the initial point of contact to members of the general public and bar. Additional duties include issuing summons, subpoenas and writs in civil cases and warrants for arrest of defendants in criminal cases and assisting with the annual preparation and shipment of records to the Federal Records Center.

◆ QUALIFICATIONS

Minimum Qualifications: To be eligible for appointment at the entrance level, a candidate must possess a minimum of 4 years of progressively responsible clerical or administrative experience demonstrating:

- ▶ The regular and recurring application of clerical procedures;
- ▶ The routine use of specialized terminology and the ability to apply a body of rules, regulations, directives or laws; and
- ▶ Expertise with current computer software and skill in its use to enhance overall effectiveness and productivity.

Such experience is most often encountered in law firms, offices of legal counsel, or municipal, state, and federal courts. Completion of the requirements for a bachelor's degree from an accredited college or university may be substituted for 2 years of experience.

Candidates must also demonstrate:

- ▶ A consistent past employment record;
- ▶ Experience in dealing with routine and complex assignments and a demonstrated ability to think through, analyze, and interpret written communications, together with skill in prioritizing tasks and work assignments;
- ▶ Superior oral and written communication skills;
- ▶ Strong inter-personal skills; and
- ▶ A professional demeanor and appearance appropriate for a law or professional office environment.

◆ SALARY RANGE

This position is classified at CL 25 (\$34,665-56,367), with a starting salary range of \$34,665 - \$43,346.

◆ HOW TO APPLY

Qualified candidates are invited to submit to the address below *by close of business on Friday, March 25, 2005*, a letter of interest, together with a chronological resume' including education, employment, and salary history. Include three references who may be contacted by the court. Verification of employment and reference checks will be made prior to any offer of employment. The Clerk of Court may also conduct a background investigation prior to the selection of the successful candidate.

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Office of the Clerk
Human Resources Division
United States District Court
740 United States Courthouse
1000 SW Third Avenue
Portland, Oregon 97204

Participation in the interview process will be at the candidate's own expense. The court provides reasonable accommodation to applicants with disabilities where appropriate. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Division of the Clerk's Office at 503/326-8165. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

CONDITIONS OF EMPLOYMENT

- Employees of the United States Courts serve under “Excepted Appointments” and are considered “at will” employees. As such, employment can be terminated at any time. Furthermore, Federal Civil Service classifications do not apply; however, court employees are entitled to the same benefits as other federal government employees.
- Duty station assignments are the sole discretion of the Clerk of Court.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit).
- Pursuant to the Immigration Reform Act of 1986, federal government employees must be citizens of the United States or citizens of countries with whom the United States has treaty relations, as defined by the United States Department of State. Appointment is contingent upon providing proof of being legally eligible to work in and for the United States.

The following conditions apply to candidates for positions with the United States District Court:

- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice.
- All information is subject to verification and background investigation.
- If selected for first-time appointment to a position in the District of Oregon, you may be required to complete a probationary period of employment. Failure to successfully complete the probationary period may result in termination of employment.
- In the event a position becomes vacant in a similar classification within a reasonable time of the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.
- Relocation expenses will not be provided.

U.S. DISTRICT COURT DISTRICT OF OREGON

The United States District Court for the District of Oregon is a federal trial court within the Judicial Branch of the federal government. The District’s geographic jurisdiction covers an area in excess of 96,000 square miles and encompasses the State of Oregon.

The District Court consists of six district judgeships; five senior district judgeships; six magistrate judgeships; one part-time Magistrate Judge; the Office of the Clerk of Court; the U.S. Probation Office; the U.S. Pretrial Services Office; and the U.S. Public Defender’s Office.

The headquarters for the Court are located in Portland with additional staffed offices in Eugene and Medford.

The Clerk’s Office, under the direction of the Clerk of Court, serves as the primary administrative office for the District and employs a staff of approximately 57 deputy clerks. The Clerk’s Office is responsible for a wide variety of administrative functions including: case administration; courtroom and juror services; record management; appeals processing; human resources and development; budgetary and financial operations; space and facilities management; information technology; and property and procurement.

**The United States District Court
is an Equal Opportunity Employer**

UNITED STATES DISTRICT COURT DISTRICT OF OREGON



CAREER OPPORTUNITY

INTAKE DEPUTY CLERK

PORTLAND DIVISION

(Vacancy No. 05-02)

March 23, 2005